

WorkOne CareerConnect

Northwest Indiana

» GETTING THE JOB
TIPS ON A SUCCESSFUL
JOB SEARCH

Careers in
Hospitality and
Tourism offer
opportunities
for The Region

» HELPING OUR
VETERANS SECURE
EMPLOYMENT IS A
WORKONE PRIORITY



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Fall Semester Ends 12/13/2009

For more information please contact:

Geralyn Farley

Purdue University Calumet

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From the desk of
Linda Woloshansky

Dear Community Members:

With today's economic climate and job outlook, providing tools and resources for career development, training, and job search assistance, has never been more needed!

WorkOne Career Connect will be published monthly and will profile the many services and resources available at the 12 WorkOne Centers throughout our region. Misconception is one of the reasons this guide came to be. Many people think of WorkOne as the "unemployment office." Although WorkOne staff can assist people to file on line or to answer some basic questions about unemployment benefits, there are a myriad of services that go above and beyond just filing for unemployment.



For the jobseeker, WorkOne plays a huge role in career and skill development; helping people with everything from resume and cover letters to basic skill development through workshops and career counseling and planning. A WorkOne representative could provide information on funding and scholarships that are available to pursue additional education for people who are unable to find employment based on their current skills and expertise.

For the employer, WorkOne delivers individual solutions to help them build, develop, and maintain a workforce so that they gain a competitive edge and prosper in today's global economy. Offering the employer everything from job postings, recruitment, and prescreening of applicants to job applicant testing that includes WorkKeys®. For the company that is reorganizing, laying off, or closing, a WorkOne Rapid Response team is available to provide caring, competent, and immediate outplacement services for these affected employees, at no cost.

As you can see—WorkOne services and the assistance they provide is plentiful! Each month, we'll cover the helpful programs and services being offered through your local WorkOne system, so that you could take advantage of them.

And the best news of all? WorkOne services are available at **no cost!**

Sincerely,
Linda Woloshansky
President & CEO
Center of Workforce Innovations
& Regional Operator of the
Northwest Indiana WorkOne System



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Northwest Indiana

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WorkOne Career Connect is published in partnership with The Times Media Co. For advertising opportunities call your Times Recruitment Specialist today. Sharon Burke: 219.933.3270 • Barb Carlson: 219.933.3281 • Gina Boyer: 219.933.4159 • Jamie Nelson: 219.933.3214 • Roxanne Olejnik: 219.662.5349

WorkOne Northwest Indiana Career Connect is an initiative of the Northwest Indiana Workforce Board published in partnership with The Times. Serving Jasper, Lake, La Porte, Newton, Porter, Pulaski, and Starke Counties.

The WorkOne system is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call (800)743-3333 (TDD/TTY relay services).

Editorial for Career Connect provided by Barbara Grimsgard, Communications Director, Center of Workforce Innovations, Regional Operator-WorkOne Region 1. 2804 Boilermaker Court, Ste. E, Valparaiso, IN 46383 219-462-2940 www.gettoworkonenw.com

Careers in **Hospitality** and **Tourism** offer exciting and expanding **opportunities** for Northwest Indiana

The economy may have people down and out. But for those looking at a new career—take HEART, because leisure and hospitality industries in Northwest Indiana offer exciting careers with long-term potential and skills that make job transferring and relocation within this sector an easy transition.

So what is HEART? Hospitality, Entertainment, Arts, Recreation, and Tourism includes a broad group of businesses such as restaurants, shops, hotels, casinos, amusement, sports, theater, and many others that are focused on enhancing the arts, entertainment, and culture of our community. One of the defining features of this industry is the variety of businesses and career opportunities.

The Region has enjoyed a lot of growth from this sector over the past few years. Some of the highlights include the renovation and expansion of several area casinos as well as the Radisson Star Plaza hotel and convention center in Merrillville and the development of Fair Oaks Farms. Fair Oaks had the added distinction of being featured on an episode of the popular television show *Dirty Jobs* with Mike Rowe on the Discovery Channel.

Casinos are some of the largest and most visible individual businesses within the industry. In Northwest Indiana, approximately 1 in 5 workers in the HEART industry cluster work for casinos. These businesses hire a wide variety of workers with a diverse skill set. Some of the most common jobs at casinos, especially those focused on customer service, do not require many years of specialized training or education.

Like many large employers, casinos spend the most time looking for people



with advanced degrees and skills. They employ many accountants, business managers, public relations specialists, and some information technology workers such as computer support specialists.

Indiana's Department of Workforce Development creates a special list of careers that are most likely to be in-demand by local businesses over the next ten years. This list, called the Hoosier Hot 50 Jobs, includes three careers that are traditionally found in the HEART industry cluster: gaming supervisors, self-enrichment education teachers (such as dance, martial arts, and arts & crafts instructors that teach outside of traditional schools), and gaming surveillance officers and gaming investigators.

HEART is also an area of entrepreneurship and collaboration. Small businesses with a unique product or service can draw visitors from far away. Some of the best restaurants and shops in the region draw tourists from Chicago, Michigan, and beyond. These hot-spots entice people to stay at area hotels and motels, creating the vibrant leisure and hospitality industry that we enjoy today.

If you do not see yourself working in a traditional career, the HEART industries offer great potential for starting your own business. It is an exciting and dynamic field ripe for people with a good imagination and focus on customer satisfaction.

Article provided by David Blumenthal, Workforce Associate, Center of Workforce Innovations.

For more information about the Hoosier Hot 50 Jobs list for the state and each region, visit www.in.gov/dwd

Did you know?

1 in 9 workers in Northwest Indiana are employed in the hospitality, recreation, and tourism industries.

Source: Economic Modeling Specialists, Inc. Covered Employment - Spring 2009



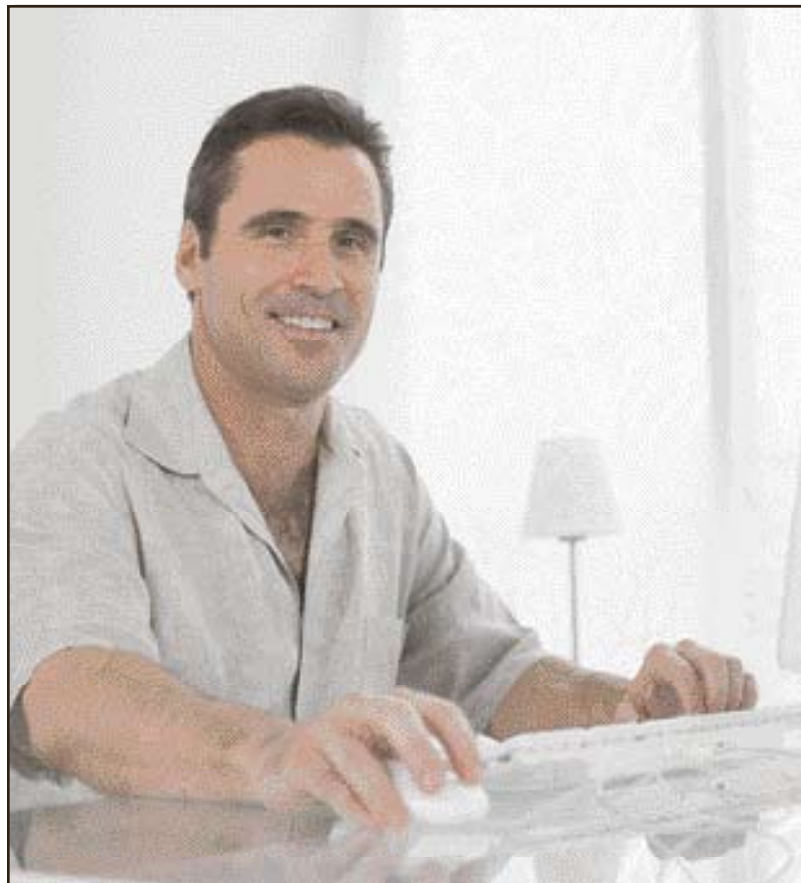
Helping our **veterans** secure **employment** is a **WorkOne** priority.

Providing dedicated employment counseling, WorkOne helps veterans make the transition from military service to the civilian workforce – and that's a commitment!

Transitioning to civilian life could be an adjustment. Finding employment after the military proves to be a challenge with many returning veterans. WorkOne's knowledgeable Local Veteran Employment Representatives (LVER) and Disabled Veteran Outreach Program Representatives (DVOP) work solely with vets to provide information and guidance on services that will help them find and secure suitable employment--making the transition not so complicated and challenging.

Veterans of military service receive priority matching to new job postings recorded on IndianaCareerConnect.com (ICC), a multifaceted web portal powered by the statewide WorkOne system. In addition to priority matching, a veteran could walk into a WorkOne, register with ICC and also learn about the many training and tax credit programs available to them. There is also special assistance for veterans with disabilities as well as strategies to help them overcome barriers to employment.

Find the nearest WorkOne center on the back panel of this publication or visit www.gotoworkonenw.com.



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- Leadership
- Lotus Notes
- Management
- Managing your Inbox and Writing Effective E-Mails
- Microsoft Access 2000, 2003, 2007
- Microsoft Excel 2000, 2002, 2003, 2007
- Microsoft Office 2000, 2003, 2007
- Microsoft Word
- Microsoft Works
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- PowerPoint
- SAP
- Stress Management
- Time Management
- Windows, Vista, XP

Visit one of your local WorkOne offices and enroll with MindLeaders®—it's that simple and it's free.

For the WorkOne office nearest you, visit www.gotoworkonenw.com or call 1-877-607-0680.

Hiring **military** through **webcam program** could prove to be **smart business** for Northwest Indiana Employers.

One employer needed a worker with excellent integrity and loyalty to check shipments leaving their company's warehouse. Another employer wanted someone with logistics/transportation expertise, with a strong work ethic and who could work independently and be able to function under pressure.

It's clear why many employers nationwide are turning to military members to fill their employment openings.

With close to 200,000 veterans leaving the service each year, this pool of well-trained individuals could be a great asset to an employer. In response to this surge of talented vets, Talent Gain, a new web-based technology, powered by Northwest Indiana's WorkOne system, will assist returning veterans from around the country by helping place them in good jobs in high-demand occupations. Currently the focus will be the manufacturing, transportation, distribution & logistics industries, identified as high-demand and in need of a skilled workforce.

The Center of Workforce Innovations (CWI), through funding from the state's Strategic Skills Initiative (SSI), is currently working with Fort Bragg and Camp Atterbury, to introduce and integrate the Talent Gain program into their pre-exit transition process. The webcam technology will provide the exiting veteran access and inquiries to Northwest Indiana employer's job postings.

How exactly does the webcam technology work when it comes to the interviewing process? Once an interested veteran's resume has been forwarded and reviewed by an employer, an interview time is set, and the employer then uses the official Talent Gain webcam at a local WorkOne site to conduct an actual real-time interview with the vet at his/her military base through their Talent Gain webcam. Simply put, picture yourself in front of your computer monitor, seeing and communicating with a person through that computer.

Talent Gain coordinators comment that when it comes to hiring an individual with integrity, loyalty, a strong work ethic, and one who could function well under pressure and/or work well independently, a veteran may be the answer to your job search needs.

For further information, individuals may contact John Jackson or Sandra Alvarez at the Center of Workforce Innovations at 219-462-2940.



"Webcam technology will provide the exiting veteran access and inquiries to Northwest Indiana employer's job postings"



diversity

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Getting the **job** – tips on a successful **job search**

Identify your marketable skills

Identify the skills you have that employers want, such as being reliable, accepting and handling responsibility, managing time well, and being honest and dependable.

Determine your career goals

Determine your career goals. Compare your skills with those abilities needed for the jobs you want. Are they a good match? What other skills or experience do you need?

Dress professionally

Dress professionally—not like you are going out on a date. Be neat and well groomed; wear clean, pressed clothes, and polished shoes.

Avoid excess in your appearance

Anything to an excess—too much jewelry or make-up, t-shirts with inappropriate sayings, clothing that is too tight or worn too low—distracts mightily from what's important: you, your skills, and your experience.

Turn off your cell phone

Before you meet someone at a job fair, while networking or for an interview, turn off and put away your cellular phone, pager, MP3 or CD player. Get rid of gum or cigarettes. Through your appearance and behavior, show that you are focused on the job opportunity.

Bring all your vital data with you

Bring with you all the information you'll need to complete a job application. This information includes: names and addresses of previous employers and dates of your employment; work-permit, Social Security card and driver's license; names and contact information for your references. Alert your references that you are job-hunting so they will be ready for a call from a potential employer.

Ensure you arrive 10 minutes early

Be on time for an interview and be courteous to everyone you meet at a place of business or a job fair. You never know who can influence a hiring decision.

Handshake and eye contact are paramount

Develop a firm handshake, and maintain eye contact with people as you talk with them;

Honesty matters

Be honest about your work experience and your skills. Don't exaggerate! Be prepared to give examples of how you success-



fully demonstrated your skills at past jobs. Never bad-mouth a former employer or co-workers—it's a small world and your potential employer may know them. And talking down about a former employer shows poor judgment on your part as well as other negatives about you; and

Be enthusiastic

Show interest and enthusiasm to the potential employer about the job you're discussing. Do your homework on the business and its products and services. Research its web site and brochures, and examine newspaper articles about the organization. Talk to people who work for the company or one like it.

Want more advice? Contact your nearest WorkOne. Find a complete listing of WorkOne sites on the back of this Career Connect issue.

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WorkOne Workshop Calendar May 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WORKONE HELPS YOU WITH INFORMATIVE CAREER-BUILDING WORKSHOPS AT A LOCATION NEAR YOU. LOCATION KEY: (H) Hammond (CP) Crown Point (EC) East Chicago (MC) Michigan City (K) Knox (P) Portage (R) Rennsalaer (V) Valparaiso (M) Morocco (L) LaPorte To sign up for a seminar, call a WorkOne office. Find a complete listing of WorkOne sites on the back of this <i>Career Connect</i> issue.				1 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 p.m. (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) How to Be Job Ready 1:30 – 3:30 (MC) Networking Skills 8-Noon
4 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	5 (H) Basic Computers/Internet Usage 9-noon/1-4 p.m. (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9-11 (P) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	6 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeaders 10-11:30 & 3-5 (MC) Resume Writing 10-Noon, 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	7 (H) Job Search 9-noon/ 1-4 pm (CP) Testing for Adult Basic Ed. (TABE) 11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (R) ICC Customer Guide "Using Indiana Career Connect" 1:15-3:30 (L) Intro to Computers 10-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	8 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) Applications and Networking 1:30 – 3:30 (MC) Networking Skills 10-2
11 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	12 (H) Basic Computers/Internet Usage 9-noon/1-4 p.m. (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9-11 (P) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (M) Beyond the Classifieds - Networking 1:15 -3:30 p.m. (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	13 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeaders 10-11:30 & 3-5 (MC) Resume Writing 10-Noon, 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	14 (H) Job Search 9-noon/ 1-4 pm (CP) Testing for Adult Basic Ed. (TABE) 11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (R) What creates a Job? Beyond the Classifieds-Networking 1:15-3:30 (L) Intro to Computers 10-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	15 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) Getting the Most from Indiana Career Connect (ICC) and other Internet Job Sites (1:30-3:30 (MC) Networking Skills 10-2
18 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	19 (H) Basic Computers/Internet Usage 9-noon/1-4 p.m. (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9-11 (P) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	20 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeaders 10-11:30 & 3-5 (MC) Resume Writing 10-Noon, 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	21 (H) Job Search 9-12 noon/ 1-4 pm (CP) Testing for Adult Basic Ed. (TABE) 11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (R) Completing the Application 1:15-3:30 p.m. (L) Intro to Computers 10-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	22 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) All About Resumes and Cover Letters 1:30-3:30 (MC) Networking Skills 10-2
25 (H) Basic Computers/Internet Usage 9-noon/1-4 p.m. (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9-11 (P) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (M) Completing the Application 1:15-3:30 p.m.	26 (H) Basic Computers/Internet Usage 9-noon/1-4 p.m. (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9-11 (P) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (M) Completing the Application 1:15-3:30 p.m.	27 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeaders 10-11:30 & 3-5 (MC) Resume Writing 10-Noon, 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	28 (H) Job Search 9-noon/ 1-4 pm (CP) Testing for Adult Basic Ed. (TABE) 11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (R) Resumes - Your Job Search Brochure 1:15-3:30 p.m. (L) Intro to Computers 10-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	29 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) Computer Basics / MindLeaders Introduction 1:30-3:30 (MC) Networking Skills 10-2

WorkOne Workshop Calendar June 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	2 (H) Basic Computers/ Internet Usage 9-noon/1-4 (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9 to 11 a.m. (P) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	3 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9:00-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeader's 10-11:30 & 3-5 (MC) Resume Writing 10-Noon 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	4 (H) Job Search 9-noon/1-4 pm (CP) Testing for Adult Basic Ed. (TABE)11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (R) Preparing for the Interview & Interview Questions 1:15-3:30 p.m. (L) Intro to Computers 10:00-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	5 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) Applications / Networking / Ready to Apply for the Job 1:30-3:30 (MC) Networking Skills 10-2
8 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	9 (H) Basic Computers/ Internet Usage 9-noon/1-4 (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Intro 10-Noon (P) Microsoft Word Overview 9-11 (V) Applications/Resume 8-10 a.m. (M) Resumes – Your Job Search Brochure 1:15-3:30 (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	10 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9:00-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeader's 10-11:30 & 3-5 (MC) Resume Writing 10-Noon 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	11 (H) Job Search 9-noon/1-4 (CP) Testing for Adult Basic Ed. (TABE)11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (R) "What Do I Want To Be When I Grow Up?"-Career Development 1:15-3:30 p.m. (L) Intro to Computers 10:00-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	12 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) Getting the Most from Indiana Career Connect (ICC) and other Internet Job Sites 1:30-3:30 (MC) Networking Skills 10-2
15 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	16 (H) Basic Computers/ Internet Usage 9-noon/1-4 (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9 to 11 a.m. (P) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	17 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9:00-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeader's 10-11:30 & 3-5 (MC) Resume Writing 10-Noon 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	18 (H) Job Search 9-noon/1-4 (CP) Testing for Adult Basic Ed. (TABE)11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (R) Job Search Overview 1:15-3:30 p.m. (L) Intro to Computers 10:00-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	19 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) All About Resumes and Cover Letters 1:30-3:30 (MC) Networking Skills 10-2
22 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	23 (H) Basic Computers/ Internet Usage 9-noon/1-4 (H) Interviewing Skills 9-noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9-11 (V) Applications/Resume 8-10 a.m. (M) Preparing for the Interview 1:15 - 3:30 (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	24 (H) Resume Writing 1-4 p.m. (CP) Career Exploration 9:00-10:30 (CP) Computer Awareness I 5-7 p.m. (EC) GED Prep & Basic Computer Literacy-MindLeader's 10-11:30 & 3-5 (MC) Resume Writing 10-Noon 2-4 (P) Indiana Career Connect (ICC)-Job Match 9 to 10 a.m. (P) Mindleaders Introduction 2-3 p.m. (V) Mindleaders 10-noon (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	25 (H) Job Search 9-noon/1-4 (CP) Testing for Adult Basic Ed. (TABE)11:00 - 1:00 (EC) Resume Writing Workshop I & Testing for Adult Basic Ed. (TABE) 9:00-Noon & Noon-1:30 (MC) Interviewing and the Application Process 10-Noon 2-4 (P) Resume/Application/Interview 10 a.m.-1 p.m. (P) Surviving A Layoff 1-2 p.m. (P) Networking Skills 2-4 p.m. (L) Intro to Computers 10:00-11:00 (L) Basic Word 11:00-12:00 (L) Using ICC for Your Job Search 1:00-2:00 (L) MindLeaders 2:00-3:00	26 (H) Resume Writing 9-noon (CP) Job Search/Advanced Resume Workshop 2:30 – 4:00 (EC) Resume Writing Workshop II & Mock Interviewing (by appt. only) 9:00-Noon & 2:00-5:00 (K) Computer Basics / MindLeaders Introduction 1:30-3:30 (MC) Networking Skills 10-2
29 (CP) Job Search/Beginning Resume Workshop 2:30 – 4:00 (EC) Preparing for the GED 9:00-10:30am (MC) All About Indiana Career Connect (ICC) 8-Noon (V) ICC Training 2:30-4:30	30 (H) Basic Computers/ Internet Usage 9-noon/1-4 (H) Interviewing Skills 9-12 noon/1-4 p.m. (CP) Pre-GED Testing 2:00 – 4:00 (EC) Job Search Skills 9:00-Noon (MC) MindLeaders Introduction 10-Noon (P) Microsoft Word Overview 9 to 11 a.m. (V) Internet Topics 2 to 4 p.m. (V) Applications/Resume 8-10 a.m. (L) Surviving a Layoff 8:45-9:45 (L) Skills Identification 9:45-10:45 (L) Resumes, Cover Letters, Thank You Notes 10:45-11:45 (L) Networking Skills 1:00-2:00 (L) Job Applications, Interviewing, Thank you notes 2:00-3:00	<h2>Take advantage of our no-cost workshops!</h2>		



Governor Mitch Daniels



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 Wed - 10:00am – 4:30pm



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